

AGENCY RECORDS DISPOSITION SCHEDULE

Division Community Placement Program

Approved by State Records Commission On Sept. 12, 2001

In compliance with Sec. 109.250, RSMo 1986 this document is hereby approved.

CODE ABBREVIATIONS

CSA	Completion of State Audit. Records so designated are to be retained until they have met the audit requirements. Ninety (90) days after the audit report is received these records can be destroyed or returned to your agency.	PR	Permanent Retention. Records so designated are to be retained permanently because of their archival, legal, administrative, or fiscal value.
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DCA Destroy in Current Area. Records so designated should be destroyed in Current office area when they no longer have reference value.

Item Number	DESCRIPTION OR TITLE OF RECORD SERIES (Brief Description of each Item)	Total Retention
1	General Correspondence – management, financial & policy matters	CSA or 3 Yrs
2	General Correspondence – Other	DCA
3	Interoffice Memos – management, financial & policy matters	CSA or 3 Yrs
4	Interoffice Memos – other	DCA
5	Records Management File – copy – contains agency records disposition schedules, transmittals, correspondence etc. – original in Secretary of State’s Office – Records Management	DCA
6	Rules & Regulations – copy – original in Secretary of State’s Office – Administrative Rules	DCA
7	Attorney General Opinions – copy – original in Attorney General’s Office	DCA
8	Audit Reports – copy – original in State Auditor’s Office	DCA
9	Equipment Inventory	PR
10	Operating Procedures	PR
11	Personnel Files	
11A	Active Files	PR
11B	Inactive File or Summary Card (includes the following pertinent information condensed from the personnel file; appointments, resignations, promotions, salary, all accumulated sick leave, etc.)	75 Yrs
12	Photographs	PR
13	Budget Files	CSA
14	Community Support Program (General & Grants)	CSA & Fed. Aud. or 5 yrs
15	Community Placement Personnel Files on Employees	PR
16	Project File (white house interagency initiative, treatment determination survey, etc.)	CSA
17	Community Placement Monthly Reports	DCA
18	Monthly Statistical report of D.M.H.	DCA
19	Contract Files – Contains contracts and amendments of contracts	Term of contract plus CSA or 3 yrs
20	Applications for Licensure and copies of Licenses	PR
21	Standards for Licensure	PR & updated